Campus Learning Center for Children

Parent Handbook

Updated May 2026

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Introduction

The Campus Learning Center for Children (CLC) was established by Augustana University in 1975 through the efforts of Emeriti Associate Professor, Harriet Scott, and the Sociology Department to provide care for children of students, faculty, staff, and alumni of Augustana University, the University of Sioux Falls, the North American Baptist Seminary and the Sioux Falls community. The CLC is well known for providing a protective and educational environment for the care of children while their parents are attending classes, studying, teaching, or otherwise working on campus. CLC does not serve the community as a whole, but it does serve Augustana alumni, the Augustana campus and Our Savior's Lutheran Church (OSL) community.

The CLC is located at:

Our Savior's Lutheran Church (OSL)
909 West 33rd Street
Sioux Falls, SD 57105
605.274.4701

The mailing address is:

The Campus Learning Center for Children
Augustana University
2001 South Summit
Sioux Falls, SD 57197

Mission Statement

It is the mission of the Campus Learning Center to provide quality care and age-appropriate education to children in an environment of love and respect for God and all of his children. It is also CLC's goal to instill a sense of belonging, independence, mastery, and generosity in the hearts of our children. ("Reclaiming Youth at Risk," Brendtro, Brokenleg, Van Bockern, National Education 1990).

Licensing

The center is licensed by the state of South Dakota to serve a maximum of 45 children, ages 12 months to 5 years old, at any one time. The center is open 7:30 a.m. to 5:30 p.m. Monday through Friday. All families are considered full time and will pay a weekly fee until two weeks from the time they give the director a written notice of leaving CLC. A planned program is provided according to the children's developmental needs.

Services are available to children with special needs in accordance with the non-discrimination policy and the staff to child ratio in the least restrictive environment that is most beneficial for the child. If circumstances which may affect ability to comply with licensing standards occur, a report will be made to the provider's licensing worker or agency within 24 hours after the change occurs.

Licensing Changes

Changes will be reported to the Department of Social Services if they are believed to affect the ability to comply with licensing rules. These changes include but are not exclusive to: new program location, building renovations or remodeling, suspected in-house child abuse or neglect, change in ownership, or a new director.

Staff

CLC employs one director, two regular full-time teachers, one regular full-time assistant, one regular part-time teacher's assistant, and numerous student assistants who are students working toward their bachelor's degree at Augustana University.

Registration

All children must be pre-registered before they can attend CLC. To pre-register, parents must call and make an appointment with the director. Parents are asked to bring their children with them. During the appointment, the parents are told the handbook can be accessed online at augie.edu/CLC. Parents are handed a set of forms, provided with a tour of the center, and given an opportunity to ask questions. (A hard copy of the handbook can be provided upon request.)

The following forms need to be completed and returned to the director:

- Application Form ($50 application fee)
- Parent Agreement
- Immunization/Health Record (also need updates as completed at the doctor's office)
- Free and Reduced Lunch Form (if qualified)
- Automatic Deposit Form
- Custody Statement (if applicable)
- Medical Care Statement
- An acknowledgement form signed stating they read the Parent Handbook online

All forms must be completed and returned before the first day of attendance. A family picture is also greatly appreciated. If adults other than the ones in the family picture may pick up a child, the parent needs to notify a teacher or the director in advance. The parent needs to give the name of the adult who will pick up the child and also tell the adult that a driver's license or other picture ID will be required to

verify identification. If a parent has sole legal and physical custody of a child, a copy of the agreement/court order to the center is required. If a biological parent is not allowed to pick up a child from the center, a picture of the parent who may NOT pick up the child and a statement/court order to that effect is also required.

At all times, CLC must be able to locate at least one parent or another designated adult who is responsible for that child. Therefore, if taking classes, a class schedule is required; a parent/guardian working must provide a work number; home number/cell number are required for record purposes. All children need an additional emergency number in case all attempts to reach a parent fail.

Fees

Faculty, staff and student child care fees are determined on a weekly basis. When parents contract for care, they agree to pay the weekly fee whether the child is ill, out of town, or on vacation. All children will be charged on the basis of the full-time weekly fee.

Parents may put children in the preschool program a few hours per day for academic enrichment. The same fee will apply. The CLC staff has other commitments to classes and families, as well as community service. The center teaches children to have respect for all people and their property. Please demonstrate your respect for the staff at the center.

Billing

Statements detailing monthly activity will be prepared by the Augustana University Business Office and sent to families the first of each month. A space may not be held for a child if payment is not received by the agreed upon method of payment. The parent/guardian is responsible for the weekly fee even if the child is absent due to illness or vacation or when the university is closed for holidays.

The center has the right to terminate care for children whose parents have not kept their balance current. All families must give two weeks written notice before final withdrawal of their child from the center's program. If the parent does not give notice, a 2-week fee will be added to the existing bill. All outstanding bills will accrue additional finance charges.

Forms of Payment

- ACH (automatic withdrawal from checking) every Monday
- Payroll deduction monthly or biweekly — this option is for Augustana University's faculty and staff
- Payment from Child Care Services for those who may qualify

Late Fee Policy

- The first time in any given month that a person is late picking up a child (after 5:30 p.m.), the late fee is $1 per minute late.
- The second time within that month the late fee is $2 per minute late
- The third time is $3 per minute late
- The fourth time is $4 per minute late
- After the fourth time, the parent will need to set up a meeting with the director to discuss whether or not the child may continue at CLC.

It is important that parents are prompt in picking up their children.

Early Fee Policy

We ask that all parents respect the fact that we need time to prepare what is needed to give your child a nutritious and well-balanced breakfast promptly at 7:30 a.m. each morning. Therefore, we ask that parents do not arrive before 7:30 a.m.

The early fee policy is just like the late fee policy in that:

- If a parent is early the first time in a month, the early fee is $1 per minute.
- The second time in a month, the fee is $2 per minute and so on

Refunds or Credits

The Augustana Business Office will send a monthly statement recording any credits or debits due. Any overpayment will be a credit on your account. If you have a credit on your account at the time of your child or children's termination of attendance, a check will be issued to the parent for that amount.

Closures and Fee Adjustments

The following observed holidays represent the days the center is closed for business:

- New Year's Day — Jan. 1
- Martin Luther King Jr. Day
- Good Friday — Date varies
- Easter Monday — Date varies
- Memorial Day — Last Monday in May
- Juneteenth
- Independence Day — July 4

- Labor Day — First Monday in September
- Native American Day
- Veterans Day
- Thanksgiving Wednesday
- Thanksgiving Day — Fourth Thursday in November
- Thanksgiving Friday
- Christmas Day — Dec. 25 (Additional dates may be added to closure schedule surrounding Christmas subject to the university's decision)

The center may have to close due to bad weather. If Augustana is closed due to a storm or hazardous weather conditions, CLC will be closed.

If parents suspect that the weather may cause a closing, please check the "close line" on the websites of all the major networks. An email will also be sent by the director approximately by 6 a.m. the morning of the day the university is closed. If the weather is hazardous and Augustana chooses to be open, and if you feel that you would be putting your child's safety at risk by bringing the child to the center, please notify CLC that your child will be staying home.

Child Care Assistance

Families on programs that provide financial assistance need to speak to the director. Some programs pay the CLC directly. The director can assist in understanding such payments. However, once payments from other sources have been credited, the parent/guardian is responsible for the balance. For more information on assistance, you may call 1.800.227.3020 - Department of Social Services Child Care Assistance of South Dakota.

General Policies

Policy of Nondiscrimination

This policy applies to the employment and education program and activities of Augustana University, to conduct that takes place on the campus or on property owned or controlled by Augustana University, at Augustana-sponsored events or in buildings owned or controlled by Augustana University's recognized student organizations. The Respondent must be a member of Augustana's community in order for its policies to apply.

Reports of discrimination, harassment, sexual misconduct or retaliation should be made promptly. There is no time limitation on the filing of grievances as long as the accused individual remains subject to Augustana's jurisdiction. All reports are acted upon promptly while every effort is made by Augustana to preserve the privacy of reports.

Regardless of where the conduct occurred, Augustana will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. Augustana will address off-campus conduct when such conduct represents a substantial University interest or substantially impacts a member of the Augustana community.

A substantial Augustana interest is defined to include:

- any action that constitutes a criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality of Sioux Falls where Augustana is located;
- any situation in which it is determined that the Respondent may present a danger or threat to the health or safety of self or others;
- any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- any situation that is detrimental to the educational interests of Augustana.

Off-campus discriminatory or harassing speech by employees may be regulated by Augustana only when such speech is made in an employee's official or work-related capacity.

The Associate Dean of Students serves as Augustana's Title IX/Equity/Affirmative Action Coordinator (hereafter referred to as Title IX Coordinator) and oversees implementation of Augustana's policy on equal opportunity, harassment and nondiscrimination and sexual misconduct. The full policy can be found on the Augustana University website here. (A copy of the policy can be provided upon request.)

Communication

CLC makes many efforts to encourage good communication among its staff and parents. Parents are requested to provide written instructions for any special care that their child may need on a specific day. Teachers will not be responsible for verbal messages. A written message for teachers or the director is required. Hand written messages or email will be passed on to all staff. We request email addresses of all parents in order to communicate during working hours.

Some examples of topics communicated are: diet, illness, sleep patterns, and changes in arrival/departure.

Parents should direct telephone messages to the teachers or the director. Parents are requested to leave a message at/with the answering machine or teacher when their child will not be coming at the regularly scheduled time. If a student assistant should answer the phone, please ask to speak to a teacher or the director.

No information about children or their parents will be given over the phone to any adult other than the adult who applied for care at the center. Staff have been instructed not to share any information about children and their families. Please do not expect staff to make any administrative decision over the phone. Please leave a message for the director to return your call. For your convenience, the CLC uses an answering machine when teachers are working with the children. Please leave a message when necessary. We will respond as quickly as possible.

Parent Teacher Conferences

CLC will give the parents an opportunity to have a formal conference with the teachers at least two times a year. Traditionally, the conferences are in the fall and in the spring.

The conference is limited to 15 minutes due to the number of children at the center. The teachers are always willing to talk with the parents about their child or children. Please do not limit your communication time to conferences.

Babysitting List

The names and telephone numbers of student assistants willing to do babysitting after hours and weekends will be given to parents of the CLC upon request.

Absences

If a child will not be attending the center on a specific day that they are expected, parents are asked to please inform the director or staff. This allows the center to know how to plan for the day.

Cooperation assists the center in keeping costs as low as possible and enhances the center's ability to relate to your child according to their individual needs.

Since the center is a self-supported, non-profit program, is it necessary to have a consistent source of revenue. The center's expenses continue whether your child is present or absent. Paying the weekly fee ensures your child will continue to be enrolled at the center. A list of families waiting to enroll their child/children exists throughout the year.

Discipline Techniques

Discipline is meant to point out inappropriate behavior in a positive manner. Redirection is the preferred method of guidance with toddlers and sometimes preschoolers when another child is not involved in a hurtful way. If redirecting a child is not entirely successful, teachers continue to assess children on an individual basis as to what other behavior coping techniques may be appropriate. If the child has the cognizance to engage in a Life Space Intervention, the teacher sets the child in their lap and explains that

the previous behavior was inappropriate. The teacher and child discuss what other behavior could have happened instead of the inappropriate one. The two of them talk about preferred behavior and what the child will do the next time they are in the same situation. Then the child picks another area to play in and is given affirmation by the teacher for solving the problem. This method of discipline has proven most effective. The method is adapted from Life Space Intervention by Nicolas Long and Mary Woods.

Sometimes a simple time-out is needed. Time-out is removing the child from the situation for a specified period of time (number of minutes correlates with their age). Teachers will remove a child from any potentially dangerous situation in which they are hurting people or property. The number one rule at CLC is that we do not hurt people, property, or animals.

If a child hurts other children four times in one week, the parents need to have a conference with the director and the child will go on a two-week probationary period. If the child continues to hurt other children or teachers in that two-week period, the parents need to find another center or in-home care.

The staff does not use discipline that would intentionally hurt a child physically, emotionally, or psychologically. Techniques not used include:

- physical punishment
- All staff members are trained to never shake a child or hold onto a child by the head. We have designated playgrounds with age-appropriate equipment in order to avoid head trauma.
- loud screaming or yelling or verbal abuse, threats, or derogatory remarks about the child or their family
- restriction of movement by binding or enclosure in a confined space
- delegating disciplining to older children or peers
- punishment for lapses in toilet training
- withholding or forcing of meals, snacks, or naps

Toilet Training

If a child is in diapers, the child's family must furnish disposable diapers and wipes. It is the parent's responsibility to maintain a supply of disposable diapers, preferably in a bag labeled with the child's name on it. Diapers will be checked and changed by the staff on a regular schedule.

When a child has been successful in using the toilet at home with a minimal number of "accidents" within a two-week period, the staff will ask the child to go on the toilet at the center. Please inform your child's teacher when the child is ready to try training at the center. If a child goes in the toilet consistently for two weeks at home and/or at the center, parents may provide underwear for their child. The staff will cooperate with parents' efforts to train their child. It is helpful if the parents inform the staff of their method of training in an effort to provide consistency and less confusion for the child. The staff always uses positive reinforcement when toilet training.

Transportation

The center does not have a CLC vehicle for transportation, therefore, transportation is not provided to field trips or other educational programs.

The seatbelt and infant seat law require car seats for children up to 5 years of age or 50 pounds. This law does not make it practical to rent vehicles for field trips since all of our children would need car seats.

Drop-In Care

Drop-in care is reserved for children who were enrolled at CLC in the past and still have health records and immunizations up-to-date and on file at the center. Drop-in care is dependent upon space availability. A parent must call and ask if there is room for a child. A 24-hour notice is preferred. The cost per day is one-fifth of the current weekly rate. Payment is requested on the day of the drop-in.

Extra Clothing

All children need an extra set of clothing. Please label all of the child's clothing including training pants, coats, jackets, mittens, boots, etc. and place them in a plastic bag. The center does not always have clothing to provide for children in case of spilled milk, toileting accidents, or severe soiling.

Arriving and Leaving

As parents take their children to the classroom and come to get them, they must inform either the teacher or the teacher's assistant that their children are coming or leaving. Teachers need to know when a child is added to, or removed from the group and may need to talk with parents about events of the day. Parents are requested to take home all of their children's work which is placed in the children's folders. A parent or guardian must accompany children into the classrooms. Please do not drop your child off outside of the classroom and assume the staff knows that they have arrived.

Parking

Parking for OSL is on Prairie Avenue on either side of the street or in the parking lot directly west of the church off Prairie Avenue. There is additional parking south of the church off 34th Street.

Education Activities and Daily Schedules

The center's program is designed to serve the physical, social, emotional, and cognitive needs of all of the children. CLC has incorporated the philosophy of multi-age classrooms. Children from 12 months up

to 3 years of age are in one setting while children 3-5 years of age are in another. This philosophy promotes self-esteem for all ages plus enhances a feeling of belonging.

Field Trips

Field trips will be limited to trips within walking distance. Because CLC has the advantage of being part of Augustana University, the children have the opportunity to learn from the environment on campus. Children may take trips to the campus library, the Center for Western Studies, Chapel, various buildings or visit numerous statues on campus. The children's visits are always welcome on campus!

Physical Activity

Daily physical activity for all the children is scheduled from 10-11 a.m. and from 3-4 p.m.
The children play outside if:

- the temperature is about 25 degrees F (considering wind chill factor) and
- below 95 degrees F (considering heat index).

Summer Activity

In the summer, children do go outside at the same time each weekday. The parents donate sunscreen to share, and we provide sunscreen if needed. The children have water available to drink at all times. The teachers watch for signs if the children are getting too hot. We do not use a pool, for sanitation reasons, but we do have sprinklers for especially hot days. Please be prepared to bring a swim suit and towel for your child when it is 80 degrees or warmer.

Naps

Because of varied ages, the amount of time scheduled for the rest or naptime varies. All children in the program will be expected to rest. The center will provide a cot or mat for every child. Children will need to bring a blanket from home. The blanket will be stored in the toddler's bag or the preschooler's cubby, and it needs to be laundered every weekend.

Toys From Home

Please leave all personal toys at home unless the preschool requests "show and tell." It is difficult for children to share their belongings. Staff will not be responsible for such articles.

Meals and Treats

Food Program

CLC is proud to be a participant of the Child and Adult Center Food Program in the State of South Dakota. The center's employees receive training in nutrition and the serving amounts for children to receive a well-balanced, nutritional breakfast, lunch, and snack.

Breakfast is served between 7:30 a.m. and 8:30 a.m. each morning, and it contains milk, juice, and a grain product. Lunch is served between 11 a.m. and 11:30 a.m. every day and contains milk, a vegetable, protein substitute and/or meat, bread and fruit. Snack is served at 2:30 p.m. and includes milk and a food from one of the major food groups or water and food from two major food groups.

THE CENTER MUST BE INFORMED OF ANY FOOD ALLERGIES OR SPECIAL DIET IF REQUIRED BY YOUR CHILD/CHILDREN. A DOCTOR'S STATEMENT MUST BE PROVIDED CONCERNING FOOD ALLERGIES.

Staff will monitor special diets in consultation with parents. There is no extra cost for meals or snacks. The cost is covered by the weekly childcare fee and reimbursement from the Child and Adult Center Food Program (CACFP). The CACFP sets regulations for centers in the nutrition program. The CLC staff encourages children to eat vegetables by rewarding them with stickers. We allow children who eat all of their lunch and drink all of their milk to be dismissed first.

Birthday Treats

The children are encouraged to celebrate their birthday with their friends at CLC. Due to State Health Department regulations, the center must require that any food brought for the celebration must be commercially produced (store or bakery purchased).

The center does not allow candy to be available to the children except for rare, special holidays or occasions.

Please keep in mind any allergies children may have toward treats that are provided.

If you wish to invite children to a birthday party outside of the center, the parent may place invitations in the PARENT MESSAGE BOX. Teachers should NOT be responsible for such invitations, but you may ask them to let parents know an invitation is in the message box. Fruit gummies are a preferred treat to celebrate birthdays (due to life-threatening allergies of foods that "may be contained" in store bought cupcakes and cakes). Please ask a teacher how many treats (and alternative treats) are needed for the class.

Daily Schedules

Toddler Daily Schedule

7:30-8:15 a.m.	Breakfast/ small motor play in lunchroom
8:15-9:30 a.m.	Free play with books, puzzles building toys, dolls – small motor skills, imaginative play
9:00-9:40 a.m.	Diaper change/potty time
9:40-10 a.m.	Circle time with songs, books, poems, colors, shapes, ABC, 123 – language development
10-10:40 am	Outdoor play or gym – large motor development
10:40-10:55 a.m.	Prepare for lunch
11-11:25 a.m.	Lunch
11:30-11:45 a.m.	Diaper change/potty time
11:45 a.m. - 2:30 p.m.	Naptime. Children who wake up early go to RM 105 for small motor play and books. Diaper/potty
2:30-3 p.m.	Snack
3-4 p.m.	Outdoor play or gym – large motor development
4-4:30 p.m.	Free play with books, small toys (Diaper/potty)
4:30-4:50 p.m.	Songs, music, dance, and read books to children like the AM Circle time
4:50-5:30 p.m.	Combine with preschool room for small motor play and books

Preschool Daily Schedule

7:30-8:30 a.m.	Breakfast
8:30-9 a.m.	Circle Time
9-10 a.m.	Arts and Centers
10-11 a.m.	Outdoor Play or Gym
11-11:30 a.m.	Lunch
11:30 - Noon	Centers
Noon-12:30 p.m.	Circle Time
12:30-1:30 p.m.	Quiet Rest
1:30-2:30 p.m.	Nap/Quiet Play
2:30-3 p.m.	Snack
3-4 p.m.	Outdoor Play or Gym
4-4:30 p.m.	Centers
4:30-5 p.m.	Toddler Safe Centers open
5-5:30 p.m.	Quiet Fine Motor Play or Books

Health and Safety

Medications

- Only under rare circumstances will the center's personnel administer any non-prescription medication to a child. If a parent and a teacher are sure that a toddler is teething, the teacher may administer Tylenol. The last time it was given must be clear to the teacher, or the teacher may not give the child any.
- Parental permission to administer prescribed medication to a child must be in writing. Staff will refuse to administer medication when the procedures described have not been followed.
- The center will provide a medication form for the parents to fill out.
- All such medications must be in the container bearing the label affixed by a pharmacist, showing the name, and telephone number of the pharmacy, the child's name, name of the physician and directions for the administration.
- Administration of medications will be performed by a teacher or director.
- All medications will be labeled and stored in a locked container or placed in the refrigerator that is inaccessible to children.

If your child is on an antibiotic due to the illness, you need to wait at least 24 hours until the antibiotic has had a chance to work before returning to CLC.

Storage and Administration of Medicines

Teachers at the center will only administer prescription drugs with a doctor's prescription attached to the medication container by a pharmacist.

- The container must show the name and telephone number of the pharmacy, the child's name, name of the physician, and directions for the drug's administration.
- The parent must sign a medication form with the name of the drug, how and when it is to be given, and the doctor's name on it. The form can be found in the locked medicine box above the cabinet in the lunchroom. The parent must sign the form for each day that the medicine is to be administered.
- On the same form, the teacher will initial, write the date and time that the medicine was given to the child.

The medication will be stored in a locked box out of reach of all children. If the medicine needs to be refrigerated, it will be refrigerated in the downstairs refrigerator, away from the children and classrooms.

Illness and Injury

Illness can spread quickly within the center in spite of efforts to control it. The center staff will alert parents when a child becomes ill. Parents should have a plan for care when their child becomes ill while in CLC staff's care.

The child will be sent home and may not return for at least 24 hours if any of the following occurs:

- fever is 101 degrees F or higher
- vomiting
- diarrhea of more than 1 loose stool in 4 hours
- head injuries severe enough to warrant medical attention
- unexplained rashes – may return with a doctor's note saying it is not contagious if a doctor is seen the same day
- nosebleeds, lacerations, and other injuries which are severe enough to require medical attention — the 24-hour rule will depend upon the advice of the attending physician

Teachers will call parents if the above illness or injury occurs. If the parents cannot be reached by calling the phone numbers provided, the emergency number in the child's file will be called. If these individuals cannot be reached or the director and/or teachers feel that there is an emergency, the staff will call 911. The teachers or director will continue to try to contact the parents until they are reached.

An ill child will be isolated in the office area until the parents can arrange to take the child home and must be picked up within the hour of being called.

Reporting of Contagious Diseases

The State Health Department works with the center to protect all children from unnecessary exposure to illness. Health policies require that parents of children who are suspected of having a contagious disease are to inform their child's teacher at the time when the illness is suspected, even before verification.

The child's name, parents' names and address, and the child's physician's name will be provided to the State Health Department. If physicians caring for other children in the center request information about the suspected disease, the physician's name will be shared with the State Health Department so there might be an exchange of professional information to enhance the care of all children involved.

The center is further obligated to inform all parents of the possible exposure of their child to contagious diseases. This will be done with a sign on the eraser board in the classroom and an email will be sent to

all parents. Please read these notes carefully and consult with your child's doctor if you have further questions.

The child should not return to the center until the child has recovered, received a doctor's permission to return, or in the case of a bacterial contagious disease, until medication has been given for at least 24 hours or more. If your child has a temperature of 101 degrees or greater, you must pick up the child as soon as possible, and the child may not return until they have not had a fever for at least 24 hours.

Child Abuse or Neglect

All childcare providers are required by law to report any suspected occurrence of child abuse or neglect. The reason for suspicion is reported to the Department of Social Services immediately and the department determines if there is sufficient reason for an investigation. Every employee of CLC is required to read a description of signs of abuse and neglect.

All staff also sign a statement confirming that they understand the signs of abuse and neglect and understand the procedures in reporting the suspicion if they have sufficient reason to suspect abuse/neglect. CLC employees are screened by Child Protection of South Dakota for any substantiated case of child abuse on their part. If an employee is accused of abuse by anyone and the Department of Social Services decides to investigate that employee, the accused employee will be suspended until the center is notified that the accusation was unsubstantiated.

Emergency Planning

The center has at least four fire drills and at least one tornado drill each year. On the day of the drill, a notice will be written on the eraser board in the classroom. Emergency exit plans are posted in all classrooms.

- In case of a tornado warning, the children will go downstairs in the hallway by the large steel wall safe. CLC also has an emergency response plan for lockdown.
- If we ever have an active shooter on campus, the director will contact all of the parents via an email. If the center is in lock down, we inform parents when the lock down began and when it is over via email.
- A list of all parents is also thrown out a window in a red backpack so police may collect it and notify the parents if the director is incapable. In the instance of a natural disaster, the parents will be notified when it is safe to arrive and pick up their child/children via email.

The full emergency plan is available in the director's office.

Disposal of Bio-Contaminants

CLC preschool requires all staff to be trained in the area of Universal Precautions. Universal Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including child care providers. The Universal Precautions require people to have a barrier between any infectious substance and the worker's eyes, skin, nose, and mouth. CLC requires any care provider, employee, or substitute who provides care and supervision to children to follow the Universal Precautions recommended by the Centers for Disease Control Prevention (CDC) in handling any fluid that might contain blood or other body fluids. Universal Precautions require treating ALL blood and fluids as potentially infectious.